

Annual Report of the Executive Secretary of MCMLA

September 16, 2010

Membership - Members in good standing: 218 total

- Sent out membership renewals.
- Recorded all received renewals; updated database online.
- Worked closely with the Membership Committee to contact non-renewing members for their reasons for not re-joining MCMLA.
- Sent list of new members to Membership Chair, Chapter Chair and Listserv Owner, as received.

Organization

- Answered member and vendor inquiries in a timely manner.
- Responded to officers and committee chairs in a timely manner.
- Completed W-9 forms and other requests for federal ID number.

Finances

- Filed 2009 tax report with MLA.
- Filed 2010 Annual Report with State of Illinois (to maintain not-for-profit status).
- Supplied budget numbers to officers and committee chairs in time for feedback in order to prepare a draft budget for the Executive Committee.
- Opened a saving account for the travel award money from the Wyoming Group.
- Audit was done on April 30, 2010 by the Auditor, Lenora Kinzie
- Submitted to MCMLA Board and Leaders: 2010 Statement of Assets & 2009-10 Income/Expense Summaries. (Please see attached spreadsheet for a breakdown of income and expenses from September 1, 2009 to September 17, 2010. See a pictorial breakdown below.)

Other

- Provided an orientation to the new officers and chairs of MCMLA on September 15, 2010.

MCMLA Assets: September 2010

Bank	Account Type	Account #	Maturity	End Balance: Sept. 1, 2009	End Balance: Sept. 17, 2010
Bank of Lee's Summit	Checking	1533219		\$19,793.15	\$25,793.39
US Bank	CD	500009960	12/16/10	\$7,772.33	\$7,900.85
Bank of Lee's Summit	CD	1200022778	11/17/10	\$5,823.71	\$5,960.40
Bank of Lee's Summit	CD	1200031720	11/17/10	\$5,835.13	\$5,948.71
Bank of Lee's Summit	Savings	770010122441			\$4,511.67
TOTAL					\$50,115.02

Assets, as of 2010 September 17 - \$50,115.02

Peggy Mullaly-Quijas, Executive Secretary
September 16, 2010

9/15/2010

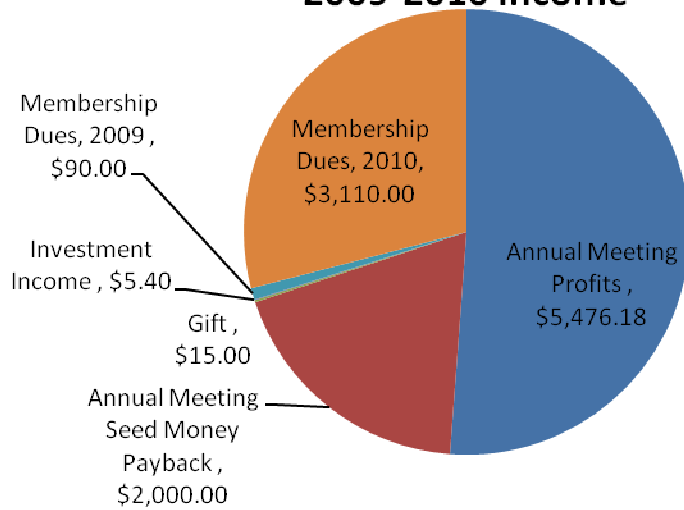
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Income and spending

9/1/2009 through 9/17/2010

Category	Total
Income Categories	
Annual Meeting Profits	5,476.18
Annual Meeting Seed Money Payback	2,000.00
Gift	15.00
Investment Income	5.40
Membership Dues, 2009	90.00
Membership Dues, 2010	3,110.00
Total Income Categories	10,696.58
Expense Categories	
Annual Meeting Expenses	176.40
Annual Meeting Seed Money	2,000.00
Awards	600.00
Charitable Donations	100.00
Gifts	175.94
Insurance	290.00
Mail Box	96.75
Other	108.00
Postage	27.80
Printing	303.35
Stipends	1,000.00
Supplies	393.30
Travel	750.00
VOID	0.00
Web Support Fees	540.00
Wyoming Micro-politan Travel Fund	500.48
Total Expense Categories	7,062.02
Grand Total	3,634.56

2009-2010 Income



2009-10 Spending

